

Lincoln Fire & Rescue - Management Policy
Tuition Reimbursement (MP250.03 09/04)

Define the process for reimbursement of tuition for educational courses.

Implemented 5/98

Purpose

To define the process for reimbursement of tuition for educational courses.

Policy

Lincoln Fire & Rescue shall reimburse members of the bargaining unit 100 percent of tuition for educational courses up to a maximum of \$770.00 per year.

The course must be in a job-related field as outlined below; and pursued through a recognized, accredited educational institution.

- Fire Protection Technology or Fire Science
- Emergency Medical Services
- Law Enforcement/Criminal Justice
- Natural Science
- Law
- Business Administration
- English
- Public Administration
- Speech
- Computer Science
- Social Science
- Humanities
- Engineering

Tuition reimbursement will be granted for any course which is required for the above degrees, or is part of the approved electives that would apply to the degree or certificate.

Tuition reimbursement will also be granted for classes that improve or enhance the employee.

- Paramedic Training
- Pediatric Advanced Life Support (PALS)
- Pre-Hospital Trauma Life Support (PHTLS)
- Basic Trauma Life Support (BTLS)
- Hazardous Materials Certification Classes
- Advanced Firefighting Classes

A Request for Tuition Reimbursement form (available in the intranet forms file) listing courses to be taken should be submitted to Fire Administration prior to beginning a course. Reimbursement forms will be placed on file at Fire Administration.

All courses must be approved in advance by the Fire Chief. The employee must receive a passing grade of "C" or above in the stated courses, or the employee must receive a "pass" if the course is only offered on a "pass/fail" basis. Evidence of

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completion with a passing grade, and proof of payment for the course, must be received in order for the employee to receive reimbursement.

Each contract year employees will be eligible for submission of a new reimbursement request up to the maximum of \$770.00 for classes taken during the current contract year.